



ADDENDUM # 1

RFP # FY2013-2014-004 BANKING SERVICES

Below find questions and answers as a result of the Non-Mandatory Pre-Proposal Conference held December 13, 2013.

Question 1

What is the average balance held by the City.

Answer 1

The average monthly balance held in the main pool is approximately \$30 million. This fluctuates between \$28-\$30 million.

Question 2

Who is the incumbent bank.

Answer 2

City National.

Question 3

Does the City have an armored car vendor.

Answer 3

Yes the City has an automatic renewable contract for armored car services with Brink's. The pick-up is done from City Hall Monday – Friday.

Question 4

Page 8 of the RFP, Insurance Requirements states to see Article 5. However, there is no Article 5.

Answer 4

Addendum # 1 also provides a separate pdf. attachment that provides the insurance requirements for this project.

Question 5

What is the average amount of cash being deposited monthly?

Answer 5

The City averages \$3,000 in coins deposited per month.

The City averages \$ 2,500,000 in checks deposited per month and \$150,000 in cash.

Question 6

Please provide the analysis statements from your current bank.

Answer 6

Addendum # 1 posted on the City's website provides a copy of the Analysis/Bank Statement.

Question 7

Does the City have merchant services.

Answer 7

Yes, the City uses Automated Merchant Systems (AMS) for credit cards and deposits.

Question 8

Please provide Automated Merchant Systems' (AMS) statements.

Answer 8

Addendum # 1 posted on the City's website provides a copy of AMS's statements.

Question 9

Does the City currently have Pcards.

Answer 9

The City does not currently have Pcards. The City plans to go live in April with a new financial system through Tyler Munis. The City plans to use Pcards across all City functions and Departments.

Question 10

What is the LockBox used for.

Answer 10

The lockbox is used for EMS billing and the address is in Miami.

Question 11

Will the lockbox have HIPPA data.

Answer 11

No the lockbox only have a remittance address and a check.

Question 12

Does the lockbox need OCR.

Answer 12

Yes. All the requirements for the lockbox will be the responsibility of the awarded Bank.

Question 13

Please provide a copy of the City's vendor list.

Answer 13.

Addendum # 1 posted on the City's website also includes the City's vendor list.

Question 14

For merchant services do you have different centers and/or locations for credit cards.

Answer 14

The city currently accepts credit cards at the municipal building, the cultural center, parking meter machines and online

Question 15

Will award of contract be to 1 bank or multiple banks.

Answer 15

The City reserves the right to NOT award merchant services, however, banking and PCard/epayables will be awarded to a single vendor.

Question 16

Is Merchant Services used for what services.

Answer 16

The City accepts credit cards for various services and the merchant services integrates with the appropriate system. These systems include SunGard Public Sector, Tyler Munis, Vermont Systems RecTrac, Selectron and general credit cards services.

Question 17

Does the City charge a fee for use of credit cards.

Answer 17

No.

Question 18

Is the City using a standard for Checks 21.

Answer 18

No

Question 19

Is the City using scanner at multiple locations for check deposits

Answer 19

No, however, there is the possibility of the use of scanners for check deposits at multiple locations in the future.

Question 20

Are there any desired services by the City that are not stipulated in the RFP.

Answer 20

No.

Question 21

How does the City do payroll, what is the size and frequency.

Answer 21

The City does its own Payroll. It is about \$700,000-\$800,000 and it is done by-weekly.

Question 22

Does the City pay vendors via ACH.

Answer 22

The City pays a few vendors through wire transfer and ACH. This is going to change in the future. Payroll will also change after 2014. The awarded Bank will be accepting payroll through 2 vendors.

Question 23

Does the City utilize Safety Deposit Boxes.

Answer

No

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDE WITH YOUR RFP SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea Lues". The script is cursive and fluid.

Andrea Lues, Director
Procurement Department